

FACT SHEET

SUBJECT: Casualty Notification Officer (CNO)

1. Purpose: To provide guidance on the tasking of notification officers.
2. Facts.
 - a. Reference AR 600-8-1, Army Casualty Operations/Assistance/Insurance, dated 20 Oct 94.
 - b. Fort Campbell Casualty Area Command (CAC) is responsible for the State of Tennessee and 51 counties of Kentucky.
 - c. When an active duty death occurs within the Fort Campbell Casualty Area Command (CAC), the Casualty Assistance Office will coordinate notification to the next of kin listed on DD Form 93, Record of Emergency Data. Every next of kin listed on DD Form 93 must be notified in person. Notification will normally be made between the hours of 0600 and 2200.
 - d. If the deceased is a Fort Campbell soldier whose family lives in the immediate area, the unit to which the soldier was assigned will appoint a notification officer. The notification officer will report immediately to the Casualty Office, 2640 27th Street, in Class A uniform to be briefed on notification procedures. The notification officer must be a SFC or above for an enlisted soldier and a CPT or above for an officer, and must be of the same or higher rank than the deceased.
 - e. If the next of kin resides outside the immediate area of Fort Campbell but still within our CAC, the Casualty Assistance Office clerk will contact a National Guard or Reserve unit, or ROTC in the city closest to the location of the next of kin for assistance in providing a notification officer.
 - f. If the next of kin resides outside our CAC, the Casualty Assistance Office will contact the CAC responsible for the area in which the next of kin resides to coordinate notification.
 - g. Casualty Assistance Office NCOs will process appointment orders and brief the notification officers within our CAC.
3. Point of contact is the Casualty Assistance Office, 798-4727/4729.

KENT R. SHAW, LTC, GS, ACofS, G1